

**Functional Series 500 - Management Services
ADS 563 - Armored Vehicle Program**

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Functional Series 500 - Management Services ADS 563 - Armored Vehicle Program

563.1 OVERVIEW

This chapter establishes the policy and procedures for the USAID overseas Armored Vehicle Program.

563.2 PRIMARY RESPONSIBILITIES

a. The Office of Security (SEC) has overall responsibility for the USAID Armored Vehicle Program. The program is implemented in coordination with Department of State's Bureau of Diplomatic Security (DS) and the USAID Bureau for Management, Office of Administrative Services, Overseas Management Support Division (M/AS/OMS).

SEC is responsible for the procurement and shipment of Fully Armored Vehicles (FAVs). SEC's is responsible for the cost of application of the armor for Lightly Armored Vehicles (LAV).

b. USAID Missions are responsible for the procurement, shipment, maintenance, and disposal (with SEC approval) of Lightly Armored Vehicles (LAVs). Procurement and shipment of FAVs by USAID Missions must be coordinated with SEC prior to purchase.

Missions are responsible for the maintenance of all Fully Armored Vehicles. Missions are responsible for reporting to SEC any damage to a FAV that may affect its ballistic protection.

563.3 POLICY AND PROCEDURES

563.3.1 Armored Vehicle Procurement and Assignment

Armored vehicles must be procured and assigned based on threat and in accordance with 12 FAM 380, 12 FAH-6, and the policies and procedures of this chapter. **(See Mandatory Reference, [12 FAM 380](#))**

Fully Armored Vehicle (FAVs) purchased with SEC funds remain the property of SEC while they are in the custody of USAID Missions. SEC retains title to the vehicles and has the authority to reassign or transfer them between USAID posts based on operational and security requirements. FAVs are considered part of the Mission fleet for reporting purposes.

Missions must obtain Regional Security Officer (RSO) and post Emergency Action Committee (EAC) concurrence prior to purchasing a FAV or LAV.

FAVs purchased with Bureau or Mission funds remain the property of the USAID Bureau or Mission until the threat no longer justifies FAV usage. At that time, SEC will have the authority to reassign or transfer the FAV to another USAID mission based on operational and security requirements.

563.3.1.1 Armored Vehicle Purchase

- a.** USAID Bureaus, Offices, and Missions must inform SEC of their projected FAV and LAV requirements during the formulation of the annual budget. Missions must include their LAV/FAV requirements in their R4 cable reporting. Missions must ensure SEC is provided a copy of their FAV/LAV requirements to ensure that they are incorporated into the SEC annual budget submission. The cable must identify the make, type, and model of the vehicle(s) required.
- b.** Missions must send SEC and the Bureau for Management, Office of Administrative Services, Overseas Management Support Division (M/AS/OMS) copies of the purchase orders and shipping notices for each vehicle programmed to receive light armor. This enables SEC and M/AS/OMS to identify the vehicle and to arrange for its timely armoring and onward shipment. Agency policy on preparation of purchase orders for procuring and armoring LAV vehicles is contained in ADS 536.5.5g. (**[See ADS 536.5.5g](#)**)
- c.** Bureaus and Missions that procure a FAV or LAV must notify SEC of the purchase. The notification must include the manufacture; manufacturer; type of vehicle; source of armoring; and expected date to be placed in service.
- d.** Requests for unbudgeted armored vehicle requirements will be forwarded to SEC only when warranted by exceptional circumstances that are beyond USAID control.
- e.** Issues concerning the Armored Vehicle Program are to be directed to the Physical Security Programs Division.
- f.** SEC coordinates with the Bureau of Diplomatic Security (DS) for light armor application. Upon completion of the armoring, DS must notify M/AS/OMS of the vehicle's availability for onward shipment.
- g.** M/AS/OMS coordinates onward shipment of the LAV to the overseas post.
- h.** Missions must contact SEC for the "ship to" address for vehicles scheduled to receive light armoring.

563.3.2 Armored Vehicle Usage

Armored vehicles are to be used for official purposes only. Requests for exceptions to this policy must be submitted to the Regional Security Officer (RSO) for approval.

Missions must ensure that drivers of FAVs and LAVs are schooled in defensive driving techniques and trained in the unique handling and special characteristics of FAVs and LAVs. Drivers of FAVs are not permitted to operate the FAV without supervision until the requisite defensive and related training is received.

563.3.3 Armored Vehicle Protection

FAVs must not be left unattended when they are outside a U.S.-controlled motorpool.

563.3.4 Armored Vehicle Maintenance

Maintenance must be performed on LAVs and FAVs in accordance with ADS E536.5.12a and ADS E536.5.12b respectively. (See [ADS E536.5.12a](#) and [ADS E536.5.12b](#))

563.3.5 Armored Vehicle Disposition

USAID Bureaus, Offices, and Missions may dispose of Armored Vehicles when authorized by SEC.

Armored vehicles must be disposed of in accordance with the policies and procedures outlined in this chapter, ADS 536.5.8, 12 FAM 380, and 12 FAH-6. (See [ADS 536.5.8](#) and [12 FAM 380](#))

Salvageable radios, usable security alarms, and any other security equipment must be removed before disposal. Where feasible, any polycarbonate window inserts must be removed from LAVs prior to disposition.

563.4 MANDATORY REFERENCES

563.4.1 External Mandatory References

- a. [12 FAM 380, Armored Vehicle Program](#)
- b. 12 FAH-6, OSPB Security Standards and Policy Handbook

563.4.2 Internal Mandatory Reference

- a. [ADS 536, Use and Control of Official Vehicles](#)

563.5 ADDITIONAL HELP

563.6 DEFINITIONS

The terms and definitions listed below have been included into the ADS Glossary. See the ADS Glossary for all the ADS terms and definitions. (See [ADS Glossary](#))

armored vehicle

An armored vehicle is an official vehicle that has been modified to carry specific types of opaque and transparent protective material. The armor systems are designed to defeat multiple impacts of ballistic rounds. The armor is designed for placement in the vehicle without noticeably changing its outward appearance. Armored vehicles are either light or fully armored. (Chapters 562, 563)

ballistic resistance

The capacity of security barriers to defeat a variety of handgun, shotgun and rifle rounds. (Chapters 562, 563)

Fully Armored Vehicles (FAV)

FAVs are treated with ballistic resistant opaque and transparent armor which afford the occupants protection against high powered rifle fire. (Chapters 562, 563)

Light Armored Vehicle (LAV)

LAVs are treated with ballistic resistant opaque and transparent armor materials to afford the occupants protection against handgun fire. (Chapters 562, 563)

threat level

DOS (Department of State) has developed four threat categories for use in defining the nature of threats at overseas posts: 1) Terrorism, War and Civil Disturbance; 2) Human Intelligence; 3) Technical security; and 4) Crime. Within these four categories there are four threat levels indicating the frequency of threats directed against the U.S. official community: 1) Critical; 2) High; 3) Medium; and 4) Low. Determinations of threat levels for each category at each post are based on the DOS Composite Threat List, issued semi-annually by DS/DSS/ITA. (Chapters 562, 563)